

Sharing Quick Reference Guide

<http://sites.google.com/a/umn.edu/glearning>

Google is constantly improving its apps, so the interface may not appear exactly as depicted in this guide.

Basic Sharing Concepts

Google users may be in one of many Google spaces, or **domains**. The University of Minnesota Education Edition actually consists of five different domains, one for each campus (Crookston, Duluth, Morris, Rochester, Twin Cities). Content in these domains is protected by the University of Minnesota's contract with Google. There is also the Standard Google domain. And there are other domains that other institutions such as Notre Dame or Northwestern have set up with Google.



Any one person might have multiple Google accounts. For instance, you can have a University of Minnesota Google account and a personal Standard Google account. These accounts are separate, and will not be merged when you sign up. The content in your Standard Google account is in the Standard Google domain. The content in your University account is in one of the University of Minnesota domains.

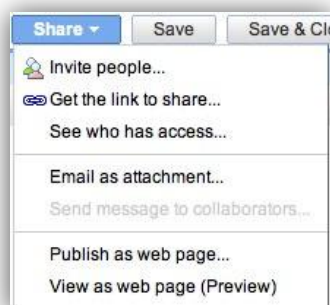
Ways to Share

Google Docs

All the options for sharing a file in Google Docs can be found under the **Share** button.

Invite people

Send an invitation to someone's e-mail address, or if you work with them frequently, just share it with them without sending an invite. You can give view or edit access. The file will appear in this person's Google Docs home page.



Get the link to share

Share with anyone within your University of Minnesota domain by sending them a link. You can give view or edit access. Once someone accesses the file, it will appear in this person's Google Docs home page. Anyone in your University of Minnesota domain with the link can access the file.

Email as an attachment

Send the Google Doc as an e-mail attachment. This attachment is separate from your Google Doc. The person you share with can open it in their browser or download it and view it with MS Office, Open Office, or iWorks, but they cannot collaborate in the Google Doc directly with you.

Publish as a web page

Publish your Google Doc as a Web page. You can give view or edit access. Unlike this option in the Standard Google domain, this Web page is **only** accessible to people who have **signed up** for Google for the University of Minnesota. They will need to log in to view and/or edit it. If they edit the file it will appear in their Google Docs home page.

Google Sites

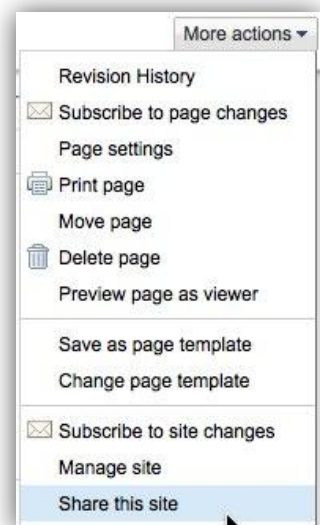
All the options for sharing a site in Google Sites can be found in the **More Actions > Share this site** option.

Invite people to your site

Send an invitation to someone's e-mail address. You can give viewer, collaborator, or owner access.

Collaborators can edit the content and structure of a site. Owners can in addition to editing, change a site name or theme, invite other owners, collaborators, or viewers, and delete the site.

You can skip sending an invitation, but you will have to find some other way to share the site address. The site will not appear in this person's Google Sites home page.



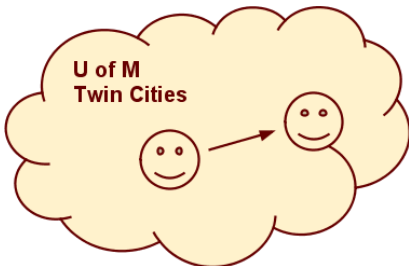
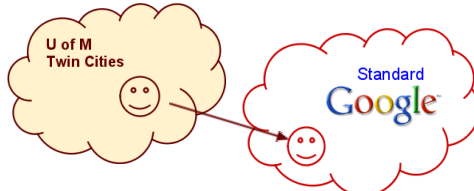
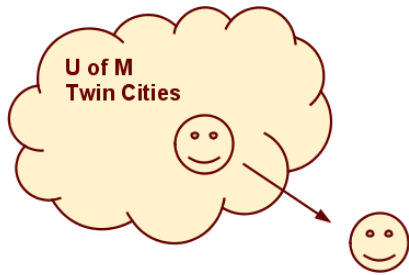
Advanced Permissions

Anyone at University of Minnesota may (view/edit) this site This option only applies to people at the University of Minnesota who have signed up for Google, and are in your specific domain.

Anyone in the world may view this site (make it public) Exactly as it says, publishes your site as a public Web page for the whole world to see.

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| Who do I want to share with? | What option do I use to share it? | What happens? |
|--|---|---|
| <p>Someone at the University of Minnesota who has signed up for Google</p>  | Google Docs <ul style="list-style-type: none"> • Invite people • Get the link to share • Publish as a web page | <p>Your Google Doc is shared with this person and it stays within the University of Minnesota domain you are sharing from.</p> <p>It continues to be protected by the University of Minnesota's contract with Google.</p> |
| | <ul style="list-style-type: none"> • Email as an attachment | <p>The recipient can open this attachment with MS Office, Open Office, or iWork. The recipient cannot access or collaborate in the original Google Doc.</p> |
| | Google Sites <ul style="list-style-type: none"> • Invite people to your site • Anyone at University of Minnesota may (view/edit) this site** | <p>Your Google Site is shared with this person and it stays within the University of Minnesota domain you are sharing from.</p> <p>It continues to be protected by the University of Minnesota's contract with Google.</p> |
| <p>Someone who has a non-University Google account - this could be:</p> <ul style="list-style-type: none"> • someone with an account in the Standard Google domain • someone with an account at another institution • someone at the University of Minnesota who has a personal Google account  | Google Docs <ul style="list-style-type: none"> • Invite people | <p>You can share with this person's Google account.</p> <p>The Google Doc will now be shared outside your domain, and will no longer be protected by the University of Minnesota's contract with Google. You will get a warning notifying you of this.</p> |
| | <ul style="list-style-type: none"> • Email as an attachment | <p>The recipient can open this attachment with MS Office, Open Office, or iWork. The recipient cannot access or collaborate in the original Google Doc.</p> |
| | Google Sites <ul style="list-style-type: none"> • Invite people to your site | <p>You can share with this person's Google account.</p> <p>The Google Site will now be shared outside your domain, and will no longer be protected by the University of Minnesota's contract with Google. You will get a warning notifying you of this.</p> |
| <p>Someone who DOES NOT have a Google account</p>  | Google Docs <ul style="list-style-type: none"> • Invite people | <p>You can invite this person to share using their e-mail address. If this person is at the University, they must have a different, non-University e-mail address to send the invitation. However, in order to view the Google Doc, this person will need to create a Google account.</p> <p>The Google Doc will now be shared outside your domain, and will no longer be protected by the University of Minnesota's contract with Google. You will get a warning notifying you of this.</p> |
| | <ul style="list-style-type: none"> • Email as an attachment | <p>The recipient can open this attachment with MS Office, Open Office, or iWork. The recipient cannot access or collaborate in the original Google Doc.</p> |
| | Google Sites <ul style="list-style-type: none"> • Invite people to your site | <p>You can invite this person to share using their e-mail address. If this person is at the University, they must have a different, non-University e-mail address to send the invitation. However, in order to view the Google Doc, this person will need to create a Google account.</p> <p>The Google Site will now be shared outside your domain, and will no longer be protected by the University of Minnesota's contract with Google. You will get a warning notifying you of this.</p> |
| | <ul style="list-style-type: none"> • Anyone in the world may view this site (make it public) | <p>The Google Site will now be shared outside your domain, and will no longer be protected by the University of Minnesota's contract with Google. You will get a warning notifying you of this.</p> |

****While the Google menu option says you are sharing with "Anyone at the University of Minnesota" this option ONLY applies to people at the University of Minnesota who have signed up for Google, and are in your specific domain.**